

St. Francis de Sales School
Technology Acceptable Use Policy

St. Francis de Sales School strives to prepare students for future opportunities and challenges through the use of technology. We are all called to maintain a Christian atmosphere of respect for human dignity and responsibility, as well as to nurture the Holy's Spirit's fruit of self-control. Each person is expected to do his or her part to bring about this climate and to act as a disciple at all times and in all places, including when using technology. Students are called to daily measure their actions by four tenets of discipleship: kindness, respect, responsibility, and readiness to learn. This includes all actions that involve technology and the internet. St. Francis de Sales technology policies must remain as current and responsive as possible, therefore the Principal and Systems Administrator reserve the right to update and amend this policy as needed and without advanced notice.

Network and Equipment Access and Use

Schools within the Diocese of Columbus provide a variety of technology resources that allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include: computers, i-pads, software, scanners, printers, digital cameras, video cameras, etc. We believe that technology is a vital means to assist those who carry out the educational ministry of St. Francis de Sales School. It enhances student learning and provides a quality educational experience for all students during the school day or in any out of school activities. **A key foundation for our internet use by anyone in the St. Francis de Sales School community, is that in all ways there is respect and protection of persons and privacy.**

We are pleased to offer students access to our computer network, including access to the Internet. To gain access to the Internet on the school campus, **all students under the age of 18 must obtain parental permission and must read, examine, agree to, and sign and return an *Acceptable Use Policy form***. This form is distributed to all students and their families at orientations at the beginning of the school year and must be returned to and kept by the school office (Diocese Policy #6142.1). Students will be required to act appropriately when utilizing technology equipment and work areas. Computer access is a privilege that may be revoked if used in a manner not consistent with the Diocesan Technology policy. Violation may also result in other disciplinary and/or legal action.

St. Francis de Sales School is a Google Apps for Education (GAPE) school. In order for students to use the applications available, students in grades 5 – 8 have been issued Chromebooks and school google accounts. These accounts are designed for students to log on to applications and websites. They are not true email accounts as students cannot email anyone outside of the St. Francis de Sales School domain; likewise, no one can contact them from outside of the domain. Students will have the ability to contact teachers and other students with this account. All accounts are managed by the school administration and the Systems Administrator who have full access to the accounts.

The use of SFDS-owned and Diocese of Columbus-owned information technology resources are not private. School and administrators, and their authorized employees, monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators and teachers reserve the right to examine devices (personal or school owned) in order to further the health, safety, discipline, or security of any student. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement. The administration reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The administration also reserves the right to limit the time of access and priorities among competing acceptable uses.

St. Francis de Sales School
Electronic Device Policy

General Electronic Items

With students' access to SFDS Google accounts and Chromebooks, **personal electronic devices are no longer needed nor allowed at school.** Electronic items may not be brought into and/or used in any rooms or areas of the school campus. Such items include, but are not limited to, smartwatches, fit bits, recording devices, CD's, IPOD's, MP3 and DVD players, cameras, radios, TV's, laser pointers, any electronic "smart" toys, computer devices, IPads, or any other electronic devices. **The only permitted electronic devices are: calculators, necessary medical devices, those pre-approved devices used for special projects and educational use, and any that the principal permits in writing.** All electronic devices for extracurricular use must turned off and be placed in the designated area of the classroom until the end of the school day. If they are seen, heard, or discovered (this includes the playground, hallways, other common areas, and inside recess) they will be confiscated, a detention will be given, and parents will be notified.

Confiscated devices or media may be held in evidence indefinitely, depending on the nature and severity of the violation. At the discretion of the administration, the items may be returned either to the student at the end of the school day or returned to a parent/guardian of the student. Parents and students assume all responsibility for any loss or damages to electronic items brought to school. Any student found violating this electronic device policy may receive any or all of the following consequences:

- Lunch Detention and Notification to Parent(s)/Guardian(s)
- Conference with Parent(s)/Guardian(s)
- After School Detention
- Suspension or loss of privileges related to Internet access, electronic mail and/or fax, network access, and computer access.
- Suspension or expulsion from school if violation is serious and deemed appropriate by school/district administration.
- Legal action may be taken.

SPECIAL NOTE: School- issued Chromebooks in GR 5-8 are allowed.

Consequences for actions that are opposed to the mission of our school and in violation of our code of conduct will weighed based on the severity of the issue. Consequences include, but are not limited to those outlined above. Examples of actions that are opposed to the mission of our school and in violation of our technology policies include, but are not limited to:

- Unkind behavior, actions, or language, including name-calling, threats, and bullying
- Disrespectful behavior, actions, or language, including profanity and insults
- Personally disrespectful behavior
- Dishonest behavior or language, including cheating and plagiarism
- Irresponsible behavior or actions, including mistreatment of or damage to school resources or property and inappropriate internet searches
- Any actions that are considered unkind, disrespectful, irresponsible, or impeding learning that involve technology, the internet, and/or electronic devices

St. Francis de Sales School
Phone Communications Policy

Cell Phone Policy

Students are permitted to bring cell phones to school and will store them in the designated area of the classroom. Cell phones are to be turned off at all times during school hours. If a student needs to make a phone call during the school day, they must ask permission to use the phone in the school office. The designated cell phone storage area of the classroom will be located such that students will be able to retrieve phones as safely as possible if needed in case of emergency. Classroom teachers will determine and provide permission for students to retrieve phones in case of emergency.

Phone Calls/Communications during the School Day

The office telephone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements such as requesting permission to go to another student's home after school. Parents are asked not to interrupt the activities of the classroom, therefore students will not be called from class to the phone. Important messages by phone will be delivered to the student in case of emergency. The office will strictly adhere to these regulations. Please plan accordingly and make sure your child knows how they are to get home every day. Please see the Attendance Policies for additional information regarding transportation.

- Parents are not to call their child directly on any phone or device during school hours. Students' phones will be turned off and stored in a designated area of the classroom. In case of an emergency from parents, the Office is to be called, and a message will be delivered to the student(s).
- Please be aware that because of dismissal preparations it becomes increasingly difficult to deliver messages in the afternoons, therefore St. Francis de Sales staff is not responsible for relaying messages to students after 1:30pm.
- In case of an emergency or serious need from students (such as forgotten glasses, medicine), students may use the office telephone with the permission of the classroom teacher and administration. They may NOT use their cell phone.

Responsibility and Forgotten Items

An important component of Catholic education at St. Francis de Sales School is working to instill a sense of personal responsibility in our students, while guiding them in the development of organization and time management skills. In this light we ask parents to refrain from bringing in items such as homework assignments and gym clothes to school each time a child forgets them at home. Students who forget books, gym uniforms, and/or assignments may not use the phone to call home for these items. An emergency item such as eyeglasses or medicine is an exception and may be brought to the school office to be delivered to the student.

St. Francis de Sales School
Social Media Policy

As stated in the **Acceptable Use Policy**, we are pleased to allow the Internet accessed on the school network for school and educational use only. We have extended description of more details of this policy to include more specifically the area of Social Media. **Again, a key foundation for any Social Media use by or amongst anyone in the St. Francis de Sales School community (staff, students, parents, volunteers, family members), is that in all ways there is respect and protection of persons and privacy.**

- Teachers may not communicate in conversations, or any kind of media posts, with students through their personal cell phones, personal emails, or any personal social media. Teachers may only communicate with students via the school network and school social media.
- Current technology resources and tools that are set up by teachers, will continually be examined and evaluated by administration, the Systems Administrator, and the Diocesan Office of Catholic Education and its Legal Counsel, as to their appropriate and safe use by students and staff.
- Students and their family members may not use any social media to engage in any type of teasing, harassing, bullying, or such intimidating behavior towards other students or staff members, whether in or outside the school. This includes, but is not limited to computers, electronic smart devices, cameras, or any social media as mentioned above.
- Students and their family members may not inappropriately post information, media, discussions and/or conversations of or about school items or school community members, whether in or outside the school. This includes, but is not limited to; conduct referrals, detentions, progress reports, classroom discussions and conversations, and any personal information.
- After investigation and consultation, the Principal reserves the right to the final say on the interpretation and resolution of any internet and/or communication and social networking issues.